



SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1000

MAR 04 2013

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
CHIEFS OF THE MILITARY SERVICES
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT

SUBJECT: Absences of Senior Department Officials

This memorandum updates guidance on absence and notification requirements for the above addressees and their principal deputy or equivalent; hereafter referred to as Senior DoD Officials. It supersedes all previous direction on this subject.

Senior DoD Officials, including myself and the Deputy Secretary of Defense, must be responsive to the President and his staff. Having either yourself or your deputy in the National Capital Region (NCR) is necessary to that end. Dual absence from the NCR should be avoided except in the case of an emergency or unforeseen circumstance.

Planned absences from the NCR, dual or otherwise, will be reported by you in writing to me through the Executive Secretary at least 7 days prior to proposed departure and before irrevocable commitments are made. The reporting will designate the official representing you in your absence and provide their contact information. If the absence involves foreign travel, the request should be classified accordingly and include an agenda, trip objectives, and a transmittal from the Executive Secretary to his counter part on the National Security Staff.



cc:
DepSecDef



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